



WAREHOUSE/SUPPLY ASSISTANT

The Embassy of the United States of America, Wellington is seeking an individual for the position of Warehouse/Supply Assistant.

The incumbent works as a member of the General Services team to accomplish all assigned tasks at the Chancery, warehouse and residential properties. The incumbent will specifically focus on warehousing, stock keeping and inventory.

To be considered for this role you must have a clean, valid and full NZ driver's license with a heavy transport endorsement of class two or more. You must also be able to use material handling equipment, have at least two years experience in the transportation or warehouse/stores inventory and supply. You will have good written and spoken English and you will also be willing to travel. A basic knowledge of MS Office applications, including the ability to work Excel spreadsheets is essential.

The starting salary for this position is \$38,081 per annum.

You must be currently eligible to work in New Zealand.

A copy of the full job description and person specification is available at http://newzealand.usembassy.gov/job_opportunities.html

All employees of the US Government are required to complete full medical and security background checks.

For further information or to apply for this position, please forward correspondence to:

HR Specialist
Embassy of the U.S.A
P.O. Box 1190
WELLINGTON

Applications close at 9am on Monday, 25 July 2011.